**Information available from Foston on the Wolds Parish Council under the model**

**publication scheme**

|  |  |  |
| --- | --- | --- |
| Information to be published | How the information can be obtained | Cost |
| **Class1 - Who we are and what we do**(Organisational information, structures, locations and contacts)This will be current information onlyN.B. Councils should already be publishing as much information as possible about how they can be contacted. |  |  |
| Who’s who on the Council and its Committees | WebsiteHard CopyNoticeboards | Free50p/sheetFree |
| Contact details for Parish Clerk Council members | WebsiteHard CopyNoticeboards | Free50p/sheetFree |
| Location of main Council office and accessibility details  | WebsiteHard CopyNoticeboards | Free5p/sheetFree |
| Staffing structure | WebsiteHard Copy | Free50p/sheet |
| **Class 2** – What we spend and how we spend it(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)Current and previous financial year as a minimum |  |  |
| Annual return form and report by auditor | Hard Copy | 50p /sheet |
| Finalised budget Website | WebsiteHard Copy | Free50p/sheet |
| Precept  | WebsiteHard Copy | Free50p/sheet |
| Borrowing Approval letter  | WebsiteHard Copy | Free50p/sheet |
| Financial Standing Orders and Regulations | WebsiteHard Copy | Free50p/sheet |
| Grants given and received | Minutes WebsiteHard Copy | Free50p/sheet |
| List of current contracts awarded and value of contract | WebsiteHard Copy | Free50p/sheet |
| Members’ allowances and expenses  | N/a |  |
| **Class 3** – What our priorities are and how we are doing.((Strategies and plans, performance indicators, audits, inspections and reviews) |  |  |
| Parish Plan (Not yet complete)  | WebsiteHard Copy | FreeTBA |
| Annual Report to Parish or Community Meeting | WebsiteHard Copy | Free50p/sheet |
| Quality status  | N/a |  |
| Local charters drawn up in accordance with DCLG guidelines | N/a |  |
| **Class 4** – How we make decisions.(Decision making processes and records of decisions)Current and previous council year as a minimum |  |  |
| Timetable of meetings (Council, any committee/sub-committee meetings) | Website Hard CopyNoticeboards | Free50p/sheetFree |
| Agendas of meetings (as above) | WebsiteHard CopyNoticeboardsE-mail | Free50p/sheetFreeFree |
| Minutes of meetings (as above) – nb this will exclude information that is properly. regarded as private to the meeting. | WebsiteHard CopyE-mail | Free5p/sheetFree |
| Reports presented to council meetings - nb this will exclude information that is properly. regarded as private to the meeting. |  |  |
| Responses to consultation papers | Hard CopyE-mail | 50p/sheetFree |
| Responses to planning applications | WebsiteHard CopyE-mail | Free50p/sheetFree |
| Bye-laws | N/a |  |
| **Class 5** – Our policies and procedures(Current written protocols, policies and procedures for delivering our services and responsibilities)Current information only |  |  |
| Policies and procedures for the conduct of council business: | WebsiteHard Copy | Free50p/sheet |
| Procedural standing ordersCommittee and sub-committee terms of referenceDelegated authority in respect of officersCode of ConductPolicy statements | WebsiteHard Copy | Free50p/sheet |
| Policies and procedures for the provision of services and about the employment of staff:Internal policies relating to the delivery of servicesEquality and diversity policyHealth and safety policyRecruitment policies (including current vacancies) Policies and procedures for handling requests for informationComplaints procedures (including those covering requests for information and operating the publication scheme) | WebsiteHard CopyE-mail | Free5p/sheetFree |
| Information security policy | Website | Free |
| Records management policies (records retention, destruction and archive) | Email | Free |
| Data protection policies | Website | Free |
| Schedule of charges for the publication of information | WebsiteHard CopyE-mail | Free50p/sheetFree |
| **Class 6** – Lists and RegistersCurrently maintained lists and registers only |  |  |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) |  |  |
| Assets Register  | n/a |  |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils) | n/a |  |
| Register of members’ interests | EmailHard Copy  | Free50p / Sheet |
| Register of gifts and hospitality |  | n/a |
| **Class 7** – The services we offer(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)Current information only |  |  |
| Allotments | n/a |  |
| Burial grounds and closed churchyards | n/a |  |
| Community centres and village halls | n/a |  |
| Parks, playing fields and recreational facilities | n/a |  |
| Seating, litter bins, clocks, memorials and lighting | Email | Free |
| Bus shelters | n/a |  |
| Markets | n/a |  |
| Public conveniences | n/a |  |
| Agency agreements | n/a |  |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) |  |  |
| **Additional Information**This will provide Councils with the opportunity to publish information that is not itemised in the lists above |  |  |
| **FOI requests** | Email | 1 hourly charge of the clerks time is £12ph and will be charged depending how much time is taken on the request. |

Contact details:

The Clerk,

Foston on the Wold PC

e-mail: fostonparishcouncil@gmail.com

**Charges Adopted on –** 11th January 2024

\*\* Please also note that emails that require a lengthy amount of the clerks time will also be charged to respond at £12ph